

**Indiana State Department of Agriculture in collaboration with
the Office of Energy and Defense Development**

**GUIDELINES AND APPLICATION
FOR THE
BIOFUELS GRANT PROGRAM**

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BIOFUELS GRANT PROGRAM GUIDELINES

The Indiana State Department of Agriculture believes the development and use of biofuels in Indiana is important as we move Indiana's economy forward. ISDA is working with fuel retailers and the public to educate them on the value of renewable resources and to increase biofuels use across the state. The Biofuels Grant program is one way to help retailers increase their use of biofuels. This program pays for the installation of E85 pumps and the use of B20 biodiesel. E85 is an 85 percent ethanol blended fuel, and B20 is a 20 percent soybean oil blended diesel fuel. The Biofuels Grant program is administered by ISDA in collaboration with the Office of Energy and Defense Development.

ELIGIBILITY

School districts, local government fleets, other large fleet operators and refueling facility operators are eligible to apply for the Biofuels Grant Program. Projects eligible for grants include the installation of E85 or B20 fuel infrastructure and/or the purchase and use of B20 fuel.

Eligible projects must apply commercially available technologies. Biofuels grants will not be awarded to fund research projects.

GRANT AMOUNTS

Grant amounts are available up to a maximum of \$50,000 per location. Grant amounts are determined according to the following formulas:

1. 50 percent of the purchase and installation costs of refueling facilities for biofuel.

Infrastructure Cost (\$) X 50%=Grant Amount

2. 50 percent of the incremental cost when compared to conventional diesel is eligible for funding for the purchase and use of B20 fuel. The allotted time for this grant is 12 months with the possibility of renewing.

Price Difference per gallon (\$) X Gallons of B20 used annually= Grant Amount

PERFORMANCE MEASURES

Reporting Requirements

A report is due at the end of each quarter and a final report at the end of the funding period. The report will detail activities/results such as timelines, budget information including grant monies received, alternative fuel sold/used, price per gallon of alternative fuel and a narrative on the project's progress. These results/activities are provided to the State by the grantee in the form of Quarterly Reports which are due in January, April, July, and October of each year during the Grant Agreement. The reports will be used to track progress made by the grantee as well as used to report to the U.S. Department of Energy.

A final progress report will be due within 90 days of the Expiration Date. This final report will summarize all aspects of the project.

Maintain Communication

The grantee shall maintain communication with Indiana State Department of Agriculture for the duration of the Grant Agreement.

Site Visits

Grantee shall allow the State to conduct project site visits when given (5) business days notice.

**BIOFULES GRANT PROGRAM
APPLICATION**

I. Applicant Profile

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ FID#: _____

Project Address (if different from above): _____

Name and Title of Company Contact: _____

Phone: _____

Email: _____

Name and Title of Grant Contact: _____

Phone: _____

Email: _____

Do you own the property involved in this project or lease it from the owner?

II. Project Narrative

Give a brief history of the organization and its qualifications to develop the proposed project. Describe the project for which the funding is being requested. Explain ideas thoroughly and reasoning behind why the project will be successful. I.E., is the gas station placed in a strategic location? Add additional pages if necessary.

III. Annual Biofuel Consumption

Specify the number of gallons of E85 or B20 that is expected to be used/sold annually. Attach documentation and/or calculations behind these numbers.

Annual Biofuel Consumption: _____

IV. Timeline

Those requesting grant money for the installation of biofuel infrastructure, please provide the month and year that the pump(s) will be operational.

Month: _____ Year: _____

Those requesting grant money for the purchase and use of B20 biofuel, please provide the month and year that the fuel will start to be used.

Month: _____ Year: _____

V. Project Budget

Enter the projected costs of the project below. Those asking for infrastructure grant money, attach a minimum of two quotes from equipment/installation providers.

Infrastructure		Fuel Buy Down	
Equipment	_____	Price of B20	_____
Installation Cost	_____	*Attach quote from fuel provider	
Site preparation	_____	Conventional Diesel Price	_____
Other	_____	Price Difference	_____
Total	_____	Difference X # gal fuel used in 12 months.	_____
Total X .5=Grant \$ _____		Annual fuel per yr X .5=Grant \$ _____	

Please explain how you will pay for project costs not covered by the grant. Also, list any other grants or incentives being used for this project.

VI. Permit Information

Describe any federal, state, or local environmental and/or safety permits or permit modifications needed for this project. Attach documentation of any permits to this application.

VII. Applicant Disclosure

Is the applicant a minority-owned business?

_____ Yes _____ No

If yes, provide percentage _____

VIII. Applicant Affirmations

The Applicant hereby affirms that it is properly registered with the Indiana Secretary of State (if applicable) and is in good standing with the Indiana Department of Revenue and the Department of Workforce Development. The Applicant also affirms that 1) there are no outstanding enforcement actions against it by the Indiana Department of Environmental Management, 2) all permits have been acquired or are in the process with the Indiana Department of Environmental Management and Indiana Department of Natural Resources, and 3) there are no significant workforce issues, such as a pending reduction in the applicant's workforce or pending or threatened workforce action against the Applicant. The below-named signatory(ies) hereby warrant that they are authorized to make such affirmations to the Indiana State Department of Agriculture.

I attest that, to the best of my knowledge, all information provided in this application and in conjunction with this application is factual.

Authorized Official (signature)

Project Manager (if applicable)(signature)

Name (type or print)

Name (type or print)

Title and Date

Title and Date